



Ocean Pines Association, Inc.

Job Description

Job Title: Current Incumbent:	Recreation Event Coordinator	FLSA Status: Exempt/non-exempt	Non-Exempt
Grade Level:	3	Position Type: Full-time, Part-time or Seasonal	Full-time
Department:	Recreation and Parks	Supervisor title:	Recreation and Parks Director

Basic Purpose/description/why this job exists (One paragraph)

Independent person with strong sports/programming background, organization and PR skills needed to work under the general direction of the Recreation and Parks Director. Performs professional & administrative work in management and operation of Recreation programs. Plans, develops, and organizes new programs geared towards all age groups.

Skills/Qualifications/Education/Experience/Licenses/Certifications required to be successful (use bulletized list)

- Recreational activities, programs, and special event experience required
- Ability to read, clearly speak and legibly write the English language; write reports, business correspondence, and procedure manuals; effectively communicate and present information to and answer questions from other Association personnel or the public, both orally and in writing; and otherwise demonstrate excellent interpersonal skills on the job.
- Maintain valid and current State of Maryland Class C driver's license and ability to drive safely.
- Should be proficient in Microsoft Office programs, Printshop, Adobe Photoshop and have working computer knowledge. Canva knowledge would be a plus.
- Must be able to work a flexible/varied schedule of hours (days, evenings & weekends) and have the ability to lift/move/carry items up to 50 lbs.

Duties/Roles/Responsibilities (use bulletized list)

- Plan, develop, organize, and execute a wide range of leisure activities including: Special Events, Classes, Seminars for all ages, and Sports Leagues and Clinics for youth & adults.
- Coordinate media publicity and public awareness within areas of responsibility, Facebook, fliers, brochures, and activity guides.
- Solicit volunteers and sponsors for programs and events.
- Prepare requisitions for materials and supplies.
- Design program fliers, flyers to schools, offices, marketing dept. and daycares.
- Evaluate programs and prepare summaries to demonstrate status of operations, program effectiveness, management of resources, and accomplishments.
- Work closely with Community Groups and the public to schedule facilities for usage and enforce the Policies and Procedures of the Association.
- Facility Rentals, program registration, Point of Sale, and answer phone calls.
- Excellent Customer Service Skills
- Be prepared to perform routine daily clerical duties as needed.
- Recommend changes to existing recreation programs as needed.
- Research and recommend Capital Projects for Recreation and Parks
- Maintain revenue and expense reports for all events, classes, and leagues.

Other duties and responsibilities may be assigned to this position. The Employer retains the right to change or assign other duties to this position. This job description is not intended to be an employment contract.

Work Environment (inside/outside/office/noise/equipment used/in vehicle/customer interaction)

- Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain.

Physical Demands (walking, sitting, standing, lifting(lbs), swimming, etc.)

- Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Describe the decision-making authority of this position

Checks with Recreation and Parks Director on decisions outside the scope of the norm.

Employee Signature:

Date:

Reviewed By:

Date:

Approved By:

Date: